

## Sims Library Laptop Loan Agreement

### Use Policies

- Users must read and sign the Sims Library Laptop Loan Agreement at least once every five years.
- The laptop computers are available on a first-come, first-served basis to current Southeastern students, faculty, and staff with clear Library circulation records.
- A Southeastern identification card will be required to check out the laptop.
- The laptop will remain checked out until library staff have verified that all components are present and functional.
- Laptops are for **in-Library** use only and may not be taken outside the Library.
- Laptops should not be left unattended at any time. Laptops found unattended by Library staff will be immediately returned to the Circulation Department.
- All laptops must be returned to a staff member in the Circulation department.
- All user files and documents must be saved to a recordable CD-ROM, or flash drive, provided by the user, or to the University's NetStorage. All files saved on the hard drive will be erased when the computer is returned. More information on NetStorage is available at: <http://www.selu.edu/Administration/Technology/netstorage.html>
- Printing may not always be available through laptops. It is recommended that you save files that you wish to print on a flash drive for printing elsewhere.

### Loan Period

- Laptops may be borrowed for a 2-hour loan period or until 15 minutes before the Library closes, whichever is earlier.
- Laptops can be renewed only if there is no other user waiting.
- All computers must be returned 15 minutes before the Library closes; laptops not returned before the Library closes will be considered lost/stolen and the user will be billed for the full replacement fee.

### Fines and Replacement

- The replacement cost for this laptop computer will be no less than \$1300.
- The overdue fine is \$1.00/hour.

*I accept full responsibility for the laptop computer and accessories that I am borrowing. I understand that I am responsible for the costs of repairing (parts and labor costs) or replacing this laptop computer, components, and accessories if they are damaged, lost, or stolen while it is checked out to me.*

*By signing this agreement, I verify that I have read and understand the Sims Library Laptop Loan Agreement and I agree to abide by the policies of this agreement and the University's Responsible Computing Policy:*  
[http://www2.selu.edu/documents/policies/responsible\\_computing.pdf](http://www2.selu.edu/documents/policies/responsible_computing.pdf)

Borrower's Signature \_\_\_\_\_ Date \_\_\_\_\_

Borrower's W number \_\_\_\_\_ Staff initials \_\_\_\_\_

Print Last Name, First Name